



**Queen Katharine
Academy**

A proud member of



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Dear Parents/Carers

From January 2021, Cambridgeshire County Council, Education Welfare Benefits Service **will be the new free school meal (FSM) entitlement provider for our school.**

To assist with the handover to their service, **you must** complete a FSM application form if you are currently eligible for free school meals, **or** feel that you may be eligible. This will allow them to gather the necessary information they need to carry out the checks and provide us with the most up to date information regarding your entitlement.

Making an application is quick and simple to do using the online application form at www.cambridgeshire.gov.uk/freeschoolmeals selecting “no” when asked if you have had a [previous claim](#).

If you do not have internet access you can give the Team a call on 01223 703200, and they can send you a form to complete by post. Paper forms should be returned to;

Education Welfare Benefits Team, (Free School Meals)
Cambridgeshire County Council
OCT 1222
Shire Hall
Cambridge
CB3 0AP

Please could we ask that your complete your application as soon as possible.

With regards

Jackey Highsted

Mrs J Highsted
FSM/Student Reception